

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF THE POLICY)	
FOR PROCESSING SIGNED ORDERS)	ADMINISTRATIVE ORDER
JUDGMENTS & DECREES WHEN A)	No. 99-007
CERTIFIED COPY IS REQUESTED)	
_____)	

IT IS ORDERED commencing February 1, 1999, the following procedure will take effect in all judicial divisions for processing signed orders, judgments and decrees when a certified copy is requested by a party. Commissioners may elect to participate, but this procedure does NOT apply to criminal cases or any IV-D matters, whether handled by a judge or commissioner:

1. The attorney/party will submit to the designated division staff member the **original order, judgment or decree, a copy of the document**, and a Judgment Data Sheet (DR decrees/orders with support payments), if required. If the paperwork does not meet criteria for any rules, the designated staff member may place a rejection form on the item and return it to the out box.
2. The designated division staff member will verify that the copy is accurate, place a stamp on the document copy indicating **ACOPY FOR CERTIFICATION**,@ and forward both the original document and certification copy to the judicial officer for signature.
3. The judicial officer will sign both the original document and the certification copy and forward both to the designated division staff member for further processing. If the judicial officer makes revisions to the original document, the designated division staff member will conform the certification copy and enter the proper information in the Automated Court System (AACS≡). The designated staff member will post the document to ACS.

(If the judge does not sign: Clerk will line through the signature space and write Aunsigned≡ on the original copy and place in the division pick-up box to be returned to attorney/party. **NOTE: Clerk will NOT file the unsigned original unless directed to do so by the judicial officer.**)

4. Upon receipt of the signed original and stamped copy, the courtroom clerk will hand-file the original document, place the copy for certification in the division pick-up box or return to the attorney/party, and deliver the original document and Judgment Data Sheet, if required, to the filing counter. **NOTE: The courtroom clerk will no longer release an original order, judgment or decree to an attorney/party for purposes of filing or obtaining a certified copy, pursuant to Maricopa County Local Rule 3.7(b).**
5. Within one (1) business day after the original document and the certification copy are signed, the attorney/party will retrieve the copy for certification from the

division and deliver it to the Clerk=s Office filing counter or customer service department for certification. At that time, the attorney/party will pay the certification fee.

6. Pursuant to policy of the Office of the Clerk of the Superior Court, and in order to ensure the integrity and filing of the original document while providing an immediate opportunity for a certified copy when needed, the Clerk=s Office will **only certify orders, judgments and decrees which are stamped ACOPY FOR CERTIFICATION@ and presented within one (1) business day after the original document has been filed in. If not presented within one business day, the attorney/party will be directed to the Customer Service Office where they will have to request a certified photocopy of the original, signed document.**

Two **ACOPY FOR CERTIFICATION@** stamps will be provided to each division by the Clerk=s Office. One stamp shall be given to the designated division staff member and one stamp provided to the courtroom clerk to use when necessary to process signed orders, judgments or decrees in the absence of assigned division staff.

IT IS FURTHER ORDERED that this Order shall supersede Administrative Order 97-015, issued February 3, 1997.

Dated this 1st day of February, 1999

Robert D. Myers, Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Ronald S. Reinstein, Associate Presiding Judge
All Departmental Presiding Judges
Phillip Knox, Judicial Administrator, Family Court Department
Ken Crenshaw, Judicial Administrator, Civil Department
Deborah Primock, Judicial Administrator, Probate/Mental Health Dept.
Gordon M. Griller, Court Administrator
Marcus W. Reinkensmeyer, Sr. Deputy Court Administrator
All Judicial Assistants